

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0939159**
POSITION NO: **242766**
POSITION TITLE: _____

DATE POSTED: **08/25/14**
CLOSING DATE: **09/08/14**

Office Specialist

DEPARTMENT NAME / WORKSITE: **DSS/Dept. of Family Services/NN Long Term Care Services/Tuba City, AZ**

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y58A</u>	
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>23,420.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>11.26</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Receives and assist ALTCS members and families, service providers, visitors and provides specific information, coordinates and directs people to the appropriate case manager for immediate assistance pertaining to case and/or service needs; receives and ensures all incoming case management services documents are dated and given to program supervisor for review and distribution to case manager for timely follow up; prepares and finalizes all correspondences for supervisor or staff signature; maintains outgoing and incoming mail log; maintains record of inactive case files for safe storage for the duration required by AHCCCS and purge accordingly; keeps record of staff work attendance and prepares biweekly payroll record; picks up and distributes payroll checks. Ensures timely submission of travel authorization for staff. Establishes and maintains program vehicle mileage records for monthly reporting and maintenance schedule. Maintains inventory of office supplies and prepares requisitions for purchasing. Makes transport arrangements with care providers, home health agencies, transport companies, and hospitals for members transferring on a daily basis; receives phone calls from local resources, transport services, home health care agencies, hospitals, health specialist, medical suppliers, State ALTCS offices in Chinle and Phoenix, regarding current members, cases that require case managers/supervisor attention or authorizations. Take messages for case managers when out in the field regarding clients. Documents all incoming and outgoing mail, faxes, client transport requests, and prior approvals. Prepare timesheet biweekly for program staff. Updates listing of all transport companies, home health care agencies, nursing homes, medical suppliers, medical specialist, hospitals, contractors for client home modification. Updates client tracking for statistical report, current enrollment and disenrollment. Updates daily roster received from Phoenix AHCCCS listing all new members, change of address, and disenrollment. Coordinates the assignment of all new cases with supervisors and order PAS from local state offices and set up case files. Enter and verify data in computerized system, follow up with case managers to ensure that various commitments made, conferences and case staffing are met. Communicates in Navajo/English languages

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment, knowledge of basic clerical/office support practices and procedures knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondence using standard computer software, skill in maintaining electronic and/or hard copy filing/records systems, skill in operating office equipment, including computer programs, skill in following oral and written instructions, skill in English composition, grammar and punctuation, skill in basic math and accounting principles, skill in establishing and maintaining effective working relationships. Ability to communicate effectively in the English and Navajo languages.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.